



California Public Employees  
Retirement System

**STAFF ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)  
DEPARTMENTAL PROMOTIONAL EXAMINATION  
EXAM CODE: 6PA04  
FINAL FILING DATE: JULY 15, 2016**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**WHO MAY APPLY**

This is a promotional examination for CalPERS. 1) Applicants must have a permanent civil service appointment with CalPERS as of the final filing date in order to participate in this examination (see "General Information, Promotional Examinations Only", for exceptions to this requirement); or 2) Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or 3) Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or 4) Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

**HOW TO APPLY**

**All applicants must complete the Training and Experience Examination (see the link to the examination on the following page) AND submit a Standard State Application (678) and any required educational documentation (if applicable) by the final filing date July 15, 2016. Applications postmarked after the final filing date will not be accepted.**

**The Training and Experience examination must be completed by 5:00 PM on July 15, 2016. The link to this examination will be unavailable after this deadline.**

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

**Deliver in Person: Between 8 am - 5 pm**

CalPERS  
Human Resources Division  
Exam Services Attn: Melinda Mercado  
400 P Street, 3<sup>rd</sup> FL, Room 3260, LPN  
Sacramento, CA 95814

**Mailing Address**

CalPERS  
Human Resources Division  
Exam Services Attn: Melinda Mercado  
P.O. Box 942718  
Sacramento, CA 94229-2718

**PLEASE INCLUDE EXAM CODE 6PA04 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE**

**July 15, 2016** A State Application (STD 678 must be postmarked no later than the final filing date. Applications that are postmarked, personally delivered, or received via interoffice mail after CLOSE OF BUSINESS (5:00 pm) on the final filing date **will not be accepted for any reason**. Applications must have an original signature and will not be accepted via e-mail, internet, or by fax.

**SPECIAL TESTING  
ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336\*.

(\*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

**MONTHLY SALARY  
RANGE**

Minimum \$5,311      Maximum \$6,598

**POSITION  
DESCRIPTION AND  
LOCATION**

Under general direction, either (1) to act as a working supervisor over a small intradepartmental accounting systems unit which has responsibility for a major segment of a large, rapidly changing and complex accounting systems analysis program; or (2) to plan, organize, and direct the entire accounting systems staff in a department with a program of limited scope, dispersion, and complexity; and to do other related work.

**Positions exist with the California Public Employees' Retirement System in Sacramento California.**

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements for this examination by July 15, 2016, the final filing date.**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title,

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number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). **For educational patterns all applicants must submit proof of the completion of the educational requirement at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

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**EXAMINATION  
INFORMATION**

**TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills, and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination.

**Click the link below to complete the Training and Experience Examination:**

**<https://www.surveymonkey.com/r/HYGSDQ7>**

**Special Note:**

CalPERS and the California Department of Human Resources (CalHR) reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM  
QUALIFICATIONS**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date.

**Either I**

One year of experience in California state service performing duties of an Associate Administrative Analyst (Accounting Systems).

**Or II**

Experience: Four years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **or**
2. Preparation of comprehensive and complex financial statements and tax returns. **or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. **or**
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

(At least one year of the qualifying experience shall have been in the full-time development and installation of varied and complex accounting systems.) Experience in the California state service applied toward this requirement must include at least one year performing duties of a class with a level of responsibility equivalent to that of Associate Administrative Analyst (Accounting Systems). **AND**

**Education:** Either

1. Equivalent to graduation from college, with specialization in accounting. **or**
  2. Completion of either:
    - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law. **or**
    - b. The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.
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**DEFINITION OF  
TERMS IN MINIMUM  
QUALIFICATIONS**

**“Equivalent to graduation from college.....”** is defined as: Satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college).

The words **“duties of a class with a level of responsibility”** means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

The words **“performing the duties of...”** means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class.

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**EXAMINATION SCOPE**

**TRAINING AND EXPERIENCE - WEIGHTED 100.00%**

**Knowledge of:**

1. Accounting principles and practices to provide the basis of analysis and maintenance of accounting systems and development of procedures for system use.
2. Governmental accounting, budgeting and fiscal management to ensure an understanding of accounting practices to support the user community in performing fiscal year end activities, and to develop, maintain and supply appropriate reports for fiscal management and accounting/financial system users.
3. The uniform accounting system and the financial organization and procedures of the State of California to ensure that the fund set up and coding structure in the accounting system is consistent with the state’s structure and procedures.
4. Organization, public administration, and management to develop and support user projects related to the accounting/financial system including new or enhanced functionality.
5. Administrative survey principles and techniques to support the division and users of the system to determine effectiveness of staff, procedures, processes and tools such as training.
6. Principles and techniques of personnel management and supervision to validate appropriateness of system access to staff at various classifications, perform in a lead capacity, direct the work of support staff and work with managers and supervisors to deliver appropriate reports and management tools. Utilizing the California Department of Human Resources (CalHR), Internal Office of Human Resources (OHR), Labor Relations Office, and Equal Employment Opportunity (EEO).
7. Office methods and procedures to effectively support users of the system, conduct training, and to contribute to the smooth operation of the office.
8. Research to triage and recommend course of action for functional and technical problems related to the system, and to prepare documentation used as a basis to develop system solutions for users.
9. Statistical methods to triage and recommend course of action for technical problems and to develop and maintain management reporting tools.
10. Principles and procedures of automatic data processing systems (e.g., PC, Spreadsheet, Database, PeopleSoft Financials and Word Processing, etc.) to effectively utilize resources and analyze the application of systems for various tasks.
11. The department’s Equal Employment Opportunity objectives to ensure compliance.
12. A manager’s role in the Equal Employment Opportunity objectives regarding regulations, processes, and objectives in order to provide a discrimination and harassment free work place.
13. The accounting system and the general makeup of the database, tables and data.
14. Interfaces between the accounting system and other systems that supply data.
15. The ledger structure, trees, queries and reports.
16. The development of a plan to develop a solution for problems including testing and implementation of the solution.
17. The batch process and developing and building necessary tools for others to run critical processes.

**Ability to:**

1. Effectively direct the work of technical, professional, and clerical assistants to ensure quality control of accounting systems.
  2. Establish and maintain cooperative relationships with users of the system within the Fiscal Division as well as representatives of other CalPERS Divisions, and external public and private agencies in order to effectively accomplish the department’s goals and mission.
  3. Apply administrative survey principles and techniques to the development of accounting and financial organization studies, in order to effectively determine the departmental accounting system needs and to measure the effectiveness of accounting system support staff.
  4. Prepare comprehensive reports and compile manuals of accounting procedures in order to train users, provide data to management, internal and external audit staff, and to ensure departmental compliance to accounting guidelines and requirements.
  5. Communicate effectively, both orally and in writing, with users of the accounting system in all classifications, utilizing tact and interpersonal skills to establish and maintain an effective working relationship.
  6. Analyze situations accurately and adopt an effective course of action from issues presented by system users, in order to resolve accounting issues and trouble shoot system issues.
  7. Analyze data and draw sound conclusions in order to present recommendations to management or to recommend course of action for technical staff to resolve system issues.
  8. Effectively contribute to the Equal Employment Opportunity objectives, in order to create and maintain a discrimination and harassment free work environment.
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9. Effectively lead meetings and discussion in order to obtain information regarding accounting system issues and seek resolution.
10. Gather information quickly in order to establish path forward for issue resolution.
11. Develop and execute informal and formal presentations.
12. Work independently and with initiative.
13. Learn new applications quickly.
14. Become conversant with technical aspects of the accounting system.
15. Work well individually or with a team.
16. Adjust to shifting priorities and meet deadlines.
17. Execute exemplary customer service.
18. Be aware of the large issues while focusing on the specific problems.
19. Think critically and develop innovative solutions to user problems.
20. Work well with staff members from other divisions.
21. Learn the entire job process, understanding all portions of the process including task performed by others.
22. Handle multiple tasks/projects.
23. Take responsibility for completing work in a timely manner with an appropriate focus on detail.
24. Demonstrate strong leadership skills.

<b>CAREER CREDITS</b>	Career Credits <b><u>will not</u></b> be granted in this examination.
<b>VETERANS</b>	<p>Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).</p> <p>For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).</p>
<b>ELIGIBLE LIST INFORMATION</b>	A departmental open eligible list will be established for CalPERS. Names of successful competitors will be placed onto the eligible list in order of final scores. Names will remain on the list for a period of <b><u>12 months</u></b> <b><u>unless</u></b> the needs of the service and conditions of the list warrant a change in this period.
<b>CONTACT INFORMATION</b>	<p>If you have any questions regarding this announcement, please contact:</p> <p><b>Melinda Mercado (916) 795-9789</b>          CalPERS Exam Services Unit          400 P Street, Suite LPN3260          Sacramento, CA 95811          California Relay Service: (7-1-1)          Telecommunications Device for the Deaf (TTY) (916) 654-6336          TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.</p>
<b>BRD: June 30, 2016</b>	<b>Class Code: 5303</b>
	<b>Schematic Code: JM34</b>

#### **GENERAL INFORMATION**

**Applications are available** at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Public Employees' Retirement System (CalPERS)** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. evaluation of a candidate's person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting will be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran , who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.